

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



ESSD-RM-2024-269


5 April 2024

**Regional Memorandum**  
No. 269 s. 2024

**CALABARZON WASH IN SCHOOLS (WINS) TECHNICAL  
WORKING GROUP RECONSTITUTION AND  
RECOGNITION PROCESS FOR THE  
AWARDING OF SEAL OF  
EXCELLENCE 2024**

To: **Schools Division Superintendents**

1. Relative to DepEd Order 10 s. 2016<sup>1</sup> and OUA Memo 00-09021-0015<sup>2</sup>, this Office, through the Education Support Services Division - School Health Unit issues the following information and guidelines to support the Program and recognize the schools which have attained 3-star ratings for the Regional Recognition Award and recommend those Schools which have maintained 3-star ratings for the past 3 years for the Seal of Excellence.
2. Attached are the following for easy reference:  
**Enclosure A:** CALABARZON Wash in Schools Technical Working Group.  
**Enclosure B:** Process and Timeline for CALABARZON Wash in Schools Recognition Award for Schools who reached 3-star rating.  
**Enclosure C:** Process and Timeline for CALABARZON Wash in Schools Nominees for the Awarding of the Seal of Excellence 2024.
3. For questions or clarifications, please contact Dr. Pearl Oliveth S. Intia, Medical Officer IV at pearl.intia@deped.gov.ph.
4. Immediate dissemination of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director 

<sup>1</sup> Policy and Guidelines on the Comprehensive Water, Sanitation and Hygiene in Schools (WinS) Program

<sup>2</sup> Wash in Schools Recognition Process for the Awarding of the Seal of Excellence 2021 03/ROE5



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Certificate No. PHP QMS  
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**Enclosure A: CALABARZON Wash in Schools Technical Working Group**

<b>Chairperson</b>	Loida N. Nidea	Director III, Assistant Regional Director
<b>Co-Chairperson</b>	Eduarda M. Zapanta	Chief Education Supervisor, ESSD
<b>Co-Chairperson/ WinS Focal Person</b>	Pearl Oliveth S. Intia MD	Medical Officer IV, ESSD
<b>Members</b>	Annaliza T. Araojo	Dentist III, ESSD
	Johnalen Aira S. Soberano	Nutritionist Dietitian II, ESSD
	Ramil G. Ginete	Project Development Officer IV, ESSD
	Wilbert C. Ulpindo	Project Development Officer II, ESSD
	Jamaica Rose G. Rolloque-Orena	Engineer III
	Lowiesito O. Erni	Education Program Supervisor, CLMD
	Donna L. Lago	Education Program Supervisor, HRDD
	Rey M. Valenzuela	Information Technology Officer I, ICT Unit
	Emil O. Reambillo	Administrative Officer II, PPRD
<b>Secretariat</b>	Elaine A. Calacday	Nurse II/WinS Focal Person, SDO Antipolo City
<b>Per invitation</b>	Kaisan Galeno Abao	Head Teacher I Calawis ES

**Roles and Responsibilities:**

1. Provide technical assistance to division offices on the conduct of training and orientation funding sources and link up with partners and the Central Office, among others;
2. Provide support for WinS logistical plans;
3. Conduct training and capacity development for implementers;
4. Undertake program advocacy with LGUs;
5. Implement incentives and awards for Best Division Implementor;
6. Conduct monitoring and evaluation (M&E) of the WinS Program using the national M&E tool;
7. Submit an annual report consolidating the yearly reports from Schools Division Offices within their respective jurisdictions no later than the first week of December each year to the Central Office-BLSS; and;
8. Conduct an Annual Performance Implementation Review of the WinS Program and submit findings and recommendations to the Central Office.

For 2024, the WinS Technical Working Group will convene online on April 19, 2024, from 2:00 pm to 4:00 pm to be oriented on the Validation process of the 3-star rating for the recognition award and for the Seal of Excellence nomination. Validation of submitted documents by the TWG will be from April 22-26, 2024 wherein results forwarded to the Regional WinS focal person for consolidation.

**Enclosure B: Process and Timeline for CALABARZON Wash in Schools Recognition Award for Schools who reached 3 Star Rating (given to Schools who have reached 75-100% of the WinS indicators, awarded by the Regional Director)**

<b>Step</b>	<b>Office Responsible</b>	<b>Document/s to be issued</b>	<b>Expected Result</b>	<b>Timeframe/ Remarks</b>
1. Self-nomination	School	Any Excel files of OMS v. 2022 (2020-2021; 2021-2022; 2022-2023)	SDO receives school self-nomination	Before April 17, 2024
2. Validation of 3-star rating	SDO	<ul style="list-style-type: none"> <li>• Results Validation</li> <li>• List of Qualified Schools</li> </ul>	Data of the nominee are validated	Before April 17, 2024
3. Endorsement of nominees to RO	SDO	<ul style="list-style-type: none"> <li>• Endorsement letter by SDS to RD</li> <li>List of nominated Schools</li> <li>• Video Supporting SAF</li> <li>• Excel files of OMS v. 2022 (2020-2021; 2021-2022; 2022-2023)</li> </ul>	RO receives lists of School nominees by Uploading to the Designated One Drive	<b>April 17, 2024</b>
4. Meeting of RO WINS TWG	RO	Assignment of Validation	RO TWG oriented	April 19, 2024
5. Review of qualified nominees/ Validation	RO	<ul style="list-style-type: none"> <li>• Results of Validation</li> <li>• List of qualified nominees</li> </ul>	Nominees are validated	April 22-26, 2024
6. Issuance of Recognition Award Certificate by the Regional Director	RO	<ul style="list-style-type: none"> <li>• List of Recognition Awardees</li> <li>• Recognition Award Certificate</li> </ul>	The SDO receives the Recognition Awards Certificate and forwards to the Schools	May 10, 2024

1. All documents submitted should be properly labeled (SDO-School name) and uploaded to one drive <https://bit.ly/R4AWINSRecog> Recognition Award Nominee 2024 folder under your specific SDO subfolder
2. Each school documents placed in a separate folder
3. Documents to be submitted electronically are:
  - a. School Self-Assessment Form covering any year 2020-2023
  - b. Video presentation or pictures following the sequence of the Self-Assessment Form, with number of indicators properly indicated in the video or picture (mp4 format, maximum of 5 minutes)
  - c. List of nominated schools with checklist of documents enclosed signed by the Schools Division Superintendent.
  - d. School details filled out in the 2024 List of Nominees WinS Awards Microsoft sheet
4. SDO WinS focal persons to ensure the correctness and completeness of documents.

**Enclosure C: Process and Timeline for CALABARZON Wash in Schools Recognition Award for the Awarding of the Seal of Excellence 2024 (awarded to a school that has maintained its 3-star rating for at least 3 consecutive years, awarded by the Central Office)**

STEP	OFFICE RESPONSIBLE	DOCUMENT/S TO BE ISSUED	EXPECTED RESULT	TIMEFRAME /REMARKS
1. Self-nomination	School	All Excel files of OMS v. 2022 (2020-2021; 2021-2022; 2022-2023)	SDO receives school self-nomination	Before April 17, 2024
2. Validation of 3-star rating for 3 consecutive years	SDO	<ul style="list-style-type: none"> <li>• Results Validation</li> <li>• List of Qualified Schools</li> </ul>	Data of the nominee are validated	Before April 17, 2024
3. Endorsement of nominees to RO	SDO	<ul style="list-style-type: none"> <li>• Endorsement letter by SDS to RD List of nominated Schools</li> <li>• Video Supporting SAF</li> </ul>	RO receives lists of School nominees by Uploading to the Designated One Drive	<b>April 17, 2024</b>
4. Meeting of RO WINS TWG	RO	Assignment of Validation	RO TWG oriented	April 19, 2024
5. Review of qualified nominees/ Validation	RO	<ul style="list-style-type: none"> <li>• Results of validation</li> <li>• List of qualified nominees</li> </ul>	Nominees are validated	April 22-26, 2024
6. Endorsement of nominees to CO	RO	<ul style="list-style-type: none"> <li>• List of Nominees</li> </ul>	BLSS-SHD receives	May 31, 2024

		<ul style="list-style-type: none"> <li>• Endorsement letter to RD to Operations, furnished BLSS-SHD</li> </ul>	nominees from the RO	
7. Review and awarding	BLSS-SHD	<ul style="list-style-type: none"> <li>• Signed certificates/letters of citation</li> </ul>	Citations received by Schools	TBA

1. All documents submitted should be properly labeled (SDO-School name) and uploaded to one drive <https://bit.ly/R4AWINSRecog> Seal of Excellence Award Nominee folder under your specific SDO subfolder
2. Each school document placed in a separate folder
3. Documents to be submitted electronically are:
  - a. School Self-Assessment Form covering any year 2020-2023
  - b. Video presentation or pictures following the sequence of the Self-Assessment Form, with the number of indicators properly indicated in the video or picture (mp4 format, maximum of 5 minutes)
  - c. List of nominated schools with a checklist of documents enclosed signed by the Schools Division Superintendent.
  - d. School details filled out in the 2024 List of Nominees WinS Awards Microsoft sheet
4. SDO WinS focal persons to ensure the correctness and completeness of documents